

21ST CENTURY COMMUNITY LEARNING CENTERS: PROMISING PRACTICES GRANT APPLICATION

August 4, 2006



I. Background

The Vermont Department of Education (VTDOE) in partnership with the Nellie Mae Education Foundation invites existing 21st Century grantees to apply for competitive awards for the purpose of extending or enhancing promising practices in their 21st Century Community Learning Center Programs.

Competitive awards will be granted to school and community partnerships that show the greatest promise of supporting the attainment of three performance goals adopted by the Vermont State Board of Education:

Performance goal 1: By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

Performance goal 2: All limited English proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

Performance Goal 5: All students will graduate from high school.

The awards will be assessed by the Vermont Department of Education through the 21st Century Annual Performance Reporting system on the basis of the state's progress toward meeting these three goals. Hence, a connection must be evident between the programs carried out using these resources and progress at the local level in meeting the three goals. To document these connections, all grantees will be required to furnish both qualitative and quantitative information to show evidence of program impact on learning. To help ensure the likelihood of program impact on learning, the Vermont 21st CCLC Program intends to communicate with and assist grantees on a regular basis.

II. Award Duration:

21st Century Promising Practice funding under this competition will be granted on an annual basis (grants will be awarded yearly). Funding may be granted for up to three years based upon meeting performance objectives and the availability of funds.

III. Requirements

Applicants: Applicants may only be current 21st Century Community Learning Center Grantees. Projects may apply for multiple promising practices awards.

Priorities: The VTDOE will give competitive priority (5 extra points) to applications that propose to serve children and youth in schools identified as in need of improvement under the state's accountability system.

IV. Definition of promising practice

The following definition is being used for the purposes of this application only:

A practice involving collaborative activities between the school and afterschool program that uses a proven approach or improves an existing approach to support student learning. The practice must show a high degree of success in its setting and the possibility of replication.

A 'promising practice' in this instance:

- Incorporates the philosophy, values, characteristics, and indicators of other successful programs or approaches.
- Is based on guidelines, protocols, standards, or preferred practice patterns that have been proven to lead to effective outcomes.
- Is a process of continual quality improvement.
- Has an evaluation component/plan in place including quantitative and/or qualitative data to move towards a demonstration of effectiveness.

V. Allowable Uses of Funds

In preparing the application, applicants should be mindful of the federal requirements that define allowable uses of funds.

Local grantees are limited to proposing promising practices that support improved student academic preparedness and achievement. These include high quality instructional programs and/or systems including exemplary academic, artistic and athletic programs that have clearly designed learning outcomes. These programs should show a measurable positive effect in impacting student learning.

Awards should not exceed \$10,000 and should be in the range of \$5000-\$10,000.

VI. Due Dates

An e-mail intent to apply (no longer than 200 words) must be sent to Hollymorehouse@education.state.vt.us for each proposed promising practice. Include the site to be served, a summary of the promising practice, and an estimated budget request amount. Proposals are due April 9th, 2007. Include an original plus five (5) copies of the application and send them to:

21st Century Community Learning Center Programs- c/o Holly Morehouse
 Vermont State Department of Education
 120 State Street
 Montpelier, Vermont 05620-2501

An e-copy of the application needs to be sent to: Hollymorehouse@education.state.vt.us

VIII. Grantee Workshops and Technical Assistance

A grantee workshop and question and answer session will be held at a time and place to be announced. Individual consultations are encouraged.

IX. Application & Submission Process

Provide NO MORE THAN 5-7 PAGES OF NARRATIVE (12-point font, single-spaced), plus NO MORE THAN TEN PAGES OF SUPPORTING DOCUMENTS excluding budget and budget narrative. Be sure to include specific commitments to the promising practice between the school and after-school program. Do not submit letters of support. A cover sheet must be completed (do not count these pages in your total).

All applications must include an original plus FIVE copies, including a cover page with the signatures of the executive officers of partner organizations (for schools, this means superintendents and principals)

Address the following items listed in the scoring guide below (100pts total)

<u>Criteria</u>	N/A	Poor	Below Average	Average	Above Average	Excellent
Program Need and Description (35 Points)						
A. An evaluation of the community needs including students and their families' needs including evidence of need for the promising practice (10 points)	0	2	4	6	8	10
B. A detailed description of the promising practice. Include numbers of students served, schedule, # days or hours, ratios, and staffing. Include details of how the promising practice will be enhanced. (25 points)	0	5	10	15	20	25

2. Program Management (20 Points)						
A. Clearly defined responsibilities and qualifications of promising practice staff and leadership (5 points)	0	1	2	3	4	5
B. How the promising practice links with the school day including staffing, curriculum, space, and systems/tools. Include <u>specific commitments</u> from partners. (15 Points)	0	3	6	9	12	15
3. Program Evaluation (30 Points)						
A. A description of the promising practice's objectives including a description of the measurements you will use to determine success including clearly defined program goals, numeric objectives, and specific outcomes. (10 points)	0	2	4	6	8	10
B. Provide data that gives evidence of the efficacy of the promising practice. (20 points)	0	4	8	12	16	20
4. Budget and Budget Narrative (15 Points)						
<p>A one-year budget and budget narrative should demonstrate a logical connection to the goals of the project and should be specific enough to give reviewers a clear idea of your priorities and the focus for funding. At a minimum, the budget should include:</p> <ul style="list-style-type: none"> ▪ Separate line items and an accompanying narrative for staff (direct service), administration (non-direct service), social security, health benefits, supplies, equipment, transportation to and from the program, staff travel, professional development, and contracted services. 	0	3	6	9	12	15
<p style="text-align: right;">Total</p> <p>(MAX is 100 pts) Bonus Points: 5 pts for schools identified in need of improvement):</p>						

XI. Required Assurances

Each application must contain assurances that if selected, the grantee will assist in the design of and attend meetings that focus on sharing and replicating promising practices with other grantees.

XII. Selection Process

All applications will be read and reviewed and scored by a small team of independent readers. Each question can receive points up to the maximum that is indicated in the scoring guide. There are 100 potential points plus 5 bonus points for schools identified in need of improvement.

XIII. Grant Award Decisions and Disposition of Applications

The Department reserves the right to award in part, to reject any and all applications in whole or in part, and to waive technical defects, irregularities or omissions if, in its judgment, the best interest of the students would be served. After receiving the grant application, the Department reserves the right not to award all grants, to negotiate specific grant amounts, and to select certain grantees regardless of points awarded as part of the evaluation process to meet requirements or State Board of Education priorities.

All awards are subject to availability of funds. Grantees will be required to sign a grant contract with the Vermont Department of Education.

XIV. Other Requirements

Each year, grantees are required to submit progress reports and/or Annual Performance Reports (APR) that describes project activities, accomplishments, and outcomes. The two purposes of these reports are to: (1) demonstrate that substantial progress has been made toward meeting the objectives of the project as outlined in the grant application, and (2) collect data that addresses the performance indicators for the 21st Century Community Learning Center program. For details about these reports visit http://www.state.vt.us/educ/new/html/pgm_federal/21st_CCLC.html.

A funded applicant must commit to:

- (1) Participating in any evaluation activities conducted by the Vermont State Department of Education and the U.S. Department of Education. This may include site visits and interviews of staff, parents, students and educators; completing and returning evaluation surveys.
- (2) Sending a representative team to Department of Education Technical Assistance Workshops and Grantee Meetings as required- not to exceed three per year.
- (3) Applicants may be asked to clarify certain aspects of their applications. Finalists may be asked to participate in an oral interview or receive an onsite visit to clarify application information. Applicants will be contacted if such information is necessary.

21st CENTURY COMMUNITY LEARNING CENTERS
Promising Practice Cover Sheet

APPLICANT: _____
(i.e., Supervisory Union, CBO, FBO, or School)

CONTACT
PERSON: _____

ADDRESS: _____ ZIP _____

E-Mail: _____ Telephone: _____ FAX: _____

Who will be the fiscal agent for this grant? _____

Who was the lead grant writer for this application? _____

E-mail: _____

Estimated total hours it took to create this application: _____

Partnership School(s) or site _____

Request one funding source

____ **Nellie Mae Education Foundation Award** ____ Middle School Only (\$10,000)
____ **21st CCLC Promising Practice Award** ____ Middle School (\$5000-\$7500)
____ **21st CCLC Promising Practice Award** ____ Elementary ____ High School (\$5000-\$7500)

Amount Requested:

\$ _____

Partner Signatures

I have read this application carefully and agree with the specific commitments listed herein:

Name _____ Signature _____

Title _____

Name _____ Signature _____

Title _____

Name _____ Signature _____

Title _____

Name _____ Signature _____

Title _____